Make your Canvas course content and activities accessible for students.

Step 1: Design online information with accessibility in mind.

When posting content to Canvas, whether for a face-to-face, hybrid, or fully online class, instructors need to ensure web-based content (Pages), documents (Files), and any audio-visual materials (images, video, and audio) are fully accessible to all students, regardless if registered DSS students are in the class or not.

If it's posted in Canvas for students, it must be accessible.

The top Universal Design principles to keep in mind when posting accessible content in Canvas are:

- creating descriptive web links
- formatting your page with heading styles
- using high contrast color and text
- making informed design choices such as how color and emphasis are used

- providing accurate captioning for videos
- including alternative text with pictures and graphs
- using best practices for page layout (amount of content on a page, use of white space, and "chunking" information)

Training for Faculty

The Accessibility module in Canvas Just-In-Time Training (accessed through the Canvas Global Navigation Help icon) can walk you through accessibility basics.

Faculty can also complete SWC's Creating Accessible Content tutorials (accessed through the Canvas Global Navigation Help icon) for Flex/Hurdle credit. This self-paced program promotes best practices in Universal Design and explores how to make your Canvas content, documents, and audio-visual materials accessible to all users.

Tip! Create repeatable DSS student accommodation request reminders in Canvas as part of your course Calendar.
How do I add an event to my calendar as an instructor?

Assistance

Students: Students requesting academic accommodations should contact Disability Support Services (Voice) 619-482-6512, (VP) 619-207-4480, or email dss@swccd.edu to apply for services, request accommodation, and/or complete a Learning Disability Assessment.

*Faculty:* For non-technical accommodation questions, please contact DSS.

For Canvas accommodation questions, please contact the Online Learning Center at (619) 482-6595 or onlinelearning@swccd.edu.

Step 2 Canvas how-to on p.2
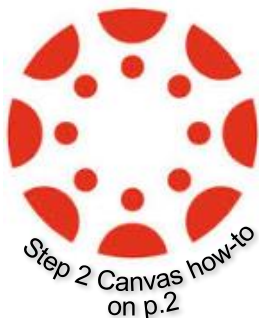
Step 2: Program your Canvas activities to provide accommodation

The following Canvas Guide documentation for instructors (accessed through the Canvas Global Navigation Help icon) will direct you on how to program your specific Canvas activities.

To assign an extra day of accommodation for an activity in Canvas, you'll use the same process as when you create or edit an activity in Assignments, Discussions, and Quizzes.
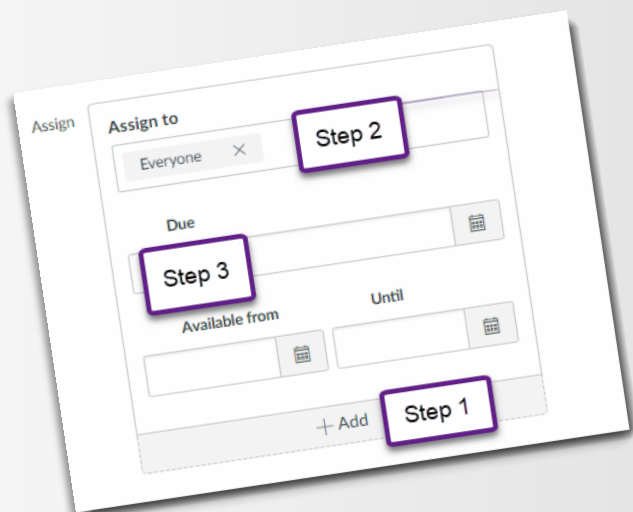
All instructors need to do is:

1. Click the "+ Add" button at the bottom of the Assign settings box
2. Click into the field below "Assign to" to either select a student from the course roster that appears, or manually type in the student's name
3. Set a later due date in the Due field by either clicking the calendar icon to choose a date, or manually typing the date in

For more help in the Canvas Instructor Guides, refer to:
o [How do I assign an assignment to an individual student?](#)
o [How do I assign a graded discussion to an individual student?](#)
o [How do I assign a quiz to an individual student?](#)

To assign extra minutes for a timed quiz or an extra attempt on a quiz, you'll follow a slightly different process through the Moderate This Quiz feature inside a published quiz in Quizzes.

In your published quiz:
1. Select Moderate this Quiz
2. Click the edit icon of the student that accommodation is being provided for
3. Add any necessary time or attempts on top of what has already been assigned to the class

For example: If 1 quiz attempt has been given, but 2 attempts needs to be set, instructors will add 1 additional attempt.
If 60 minutes was originally assigned for a quiz and 90 minutes total (1.5 time) needs to be set, instructors will add 30 minutes of additional time for the student in question.

For more help in the Canvas Instructor Guides, refer to:
o [Once I publish a timed quiz, how can I give my students extra time?](#)
o [Once I publish a quiz, how can I give my students extra attempts?](#)